

ADMINISTRATION TEAM MINUTES

Date: November 12, 2004
Time: 9:00 am
Place: Tacoma AGC Building

<u>Attending</u>	Mark Borton	<u>✓</u>	Tim Hayner	<u>✓</u>	Ken Olson	<u>✓</u>
	Jerry Brais	<u>✓</u>	Ann Hegstrom	<u> </u>	Mark Rohde	<u>✓</u>
	Forrest Dill	<u> </u>	Ron Howard	<u>✓</u>	Mark Scoccolo	<u>✓</u>
	Bob Glenn	<u> </u>	Dave Jones	<u>✓</u>	Dave Standahl	<u>✓</u>
	Paul Gonseth	<u>✓</u>	Tina Nelson	<u>✓</u>	Greg Waugh	<u>✓</u>
	Mike Hall	<u> </u>	Cathy Nicholas	<u> </u>	Tom Zamzow	<u> </u>

Opening Ron introduced Ken Olson, Project Engineer from Eastern Region, as a new member.

The minutes of the October 15th meeting were approved.

Roundtable Due to the limited length of the meeting, no Roundtable was conducted today.

Old Business Environmental Incentive Clauses

Ron reported that the two provisions that were distributed after last month's meeting had received a strong response from the Team. Some of the comments involved concern over the definition of "violation", complaints that the contractor's bonus could be lost because of the State's actions, an opinion that the amounts of the bonuses were too high and questions about the percentages of the bonus that could be earned over the life of the contract.

The comments had been digested, decisions for changes made and work had begun on a re-write, when it was decided to also pass the provisions to the Roadway Team. This has been done and the comments from that group are in. They are similar to the comments already received from Admin and will not have a great effect on the decisions. A final draft of the new provisions should be ready in early December.

MINUTES (cont)

Date: November 12, 2004

Page 2

Old Business (cont) Progress Schedules

Paul Gonseth continued the discussion of the Gonseth/Waugh proposals for Section 1-08.5. Most of the remaining time of the meeting was spent in a discussion of the time needed after Award before Contract Time is started.

The allowed time between Award and submittal of execution documents is defined by statute as 20 calendar days. The State's execution process is usually pretty fast, less than one week. The time between Execution and the start of working days is open for discussion. This is the time that the Contractor needs to sign up subs and suppliers, create initial submittals, draw up a schedule and get ready to mobilize. In the normal course of business, ten days is not long enough for this work. Submittals, schedules, sub and supplier administration all take time. A Superpave Mix Design takes a minimum of 25 days alone. The time needs to be extended somehow. The State doesn't really care how long this period is, as long as it keeps the work in the same season and has a defined limit.

Contractors want the ability to speed up the process by hurrying the execution documents (at their own volition). Doing this can get them onto the worksite sooner and, perhaps, help with targeted date restrictions, resource balancing, etc. The Contractors do not, however, want to be bound to early submittals. Contractors sometimes try to start work the day after execution, to get some work done before time is charged with the present spec where time starts 10 days after execution. This can be helpful in tight time for completion jobs and in jobs where time incentives are available.

The State wants a predictable start time. Occasionally, the State is willing to let the start time float within a window and uses a special provision for a variable start date. This should not become a standard spec, however. A concern of the State is that onsite work be limited to the Time for Completion, since on-site work equates to public impact.

The answer started to present itself. The start of time should be referenced to the Award Date, to allow early execution and to the Execution Date to avoid penalty for a long execution time, whichever is later. If the Contractor gets execution and decides to start work before the scheduled start of time, then time would start on the day that the Contractor actually begins work in the field. A trial statement was offered as follows: ***"Contract time will begin on the first workable day after the 45th calendar day after award or on the first workable day after the 21st calendar day after execution by the State, whichever is later, except that, if the Contractor chooses to start work on the project site at an earlier date, then time will start on the first workable day after work actually begins."***

MINUTES (cont)

Date: November 12, 2004

Page 3

Old Business (cont) Progress Schedules

It was noted that this language, if adopted, would create a need for a companion change in Section 1-08.4. It was also noted that there is need for a variety of General Special Provisions to accommodate special cases related to Section 1-08.5 and other specs. The remainder of the day was spent identifying supplemental clauses that will be needed to complete the effort of updating Section 1-08.

<u>Section</u>	<u>GSP Needed</u>
1-083 (Progress Schedules)	Alternate for simple project requiring only bar chart Alternate for complex project
1-08.4 (Prosecution)	
1-08.5 (Working Days)	Critical Materials Spec (also affects 1-08.6) Variable Start Date (also affects 1-08.4) Fixed Start Date (also affects 1-08.4) Accelerated Start, shortening times (also 1-08.4) Alternate Shifts (could be a family of specs) Work not Allowed (events, traffic, permit provisions)
1-08.6 (Suspensions)	
1-08.8 (Extensions)	

The meeting adjourned at 12:00 Noon.

Future Meetings

January 14th, 2005 @ Tacoma AGC--Boardroom (9:00 am)

February 18th, 2005 @ Location to be Determined

March 18th, 2005 @ Location to be Determined

April 15th, 2005 @ Location to be Determined

MINUTES (cont)

Date: November 12, 2004

Page 4

Assignment List

<u>Who</u>	<u>What</u>	<u>By When</u>
Sponsors	Prepare to Lead Team thru Subject Area	Nov 12 th
All members	Assign Sponsors to Supplemental Specs	ASAP
All members	Study aspects of all remaining specs, incl supplementals, develop ideas for new spec language	Nov 12 th

Team's "Round Tuit" List

1. Traffic Control Provisions
2. Progress Schedules
 - Short-term Scheduling
 - Section 1-08.8, p5.c—Extensions for Quantity Overruns?
3. Re-visit NCHRP 350 and Standard Specifications of Traffic Signs
4. Insurance Cost/ Reimbursement
5. Tort Claims Liability/Accident Reports
6. Bid Item for On-site Overhead
7. Disputes Review Boards
8. Joint Training—Documentation
9. Payroll, Wage Administration procedures
10. Materials on Hand provisions
11. Web-Based Construction Management